



United States Court of Appeals for the Sixth Circuit

CHIEF CIRCUIT MEDIATOR

Cincinnati, OH Full-Time
\$179,359 – \$207,949*

About the Court

The United States Court of Appeals for the Sixth Circuit is one of 12 regional federal courts. Circuit courts hear appeals from the courts located within the circuit and decisions of federal administrative agencies.

Headquartered in the historic Potter Stewart Courthouse in Cincinnati, the Sixth Circuit serves Kentucky, Michigan, Ohio, and Tennessee.

About Cincinnati

The Cincinnati region is booming! Located on the banks of the Ohio River, we have old city charm with 21st Century vision. We enjoy a diverse and energetic population who are transforming the area into one of the top places to live in the country. Explore our remarkable city at www.cincinnati-chamber.com and check out our awards at www.cincyusa.com.

The United States Court of Appeals for the Sixth Circuit is seeking a highly qualified Chief Circuit Mediator to serve in an executive role within the Office of the Circuit Mediators.

Office of the Circuit Mediators

The Office of the Circuit Mediators facilitates settlement discussions among parties and their counsel in a wide-ranging variety of civil and administrative appeals. The primary purpose of the office is to settle appeals and any related cases. Circuit Mediators lead discussions of procedural and substantive legal issues, conduct analyses of an appeal's settlement value, and probe each party's interests, in an effort to help the parties create and explore options to continued litigation. The Office of the Circuit Mediators is staffed by the Chief Circuit Mediator, three Circuit Mediators, and three administrative staff.

Chief Circuit Mediator Position

The Chief Circuit Mediator serves under the direction of the Chief Judge and under the administrative umbrella of the Circuit Executive. The Chief Circuit Mediator conducts mediation conferences and provides executive leadership, management, and supervision for the operations of the Office of Circuit Mediators. Responsibilities include long-range strategic planning, policy development and implementation, human resource management, statistical reporting, records management, legal research, and writing. The Chief Circuit Mediator serves on the court's executive leadership team, court committees, and Judiciary committees as well as represents the Office of Circuit Mediators within and outside of the court, including educating the public and bar about the Court of Appeal's mediation program.

Qualifications

Required: A Juris Doctor from a law school of recognized standing. Membership in good standing in the bar of a state, territorial or federal court of general jurisdiction. Possess at least 15 years of post-law school experience, including five years of substantial mediation experience, and demonstrated record of executive management responsibility. Knowledge of and experience working with the Federal Rules of Civil Procedure and the Federal Rules of Appellate Procedures. Demonstrated aptitude for collaborative problem-solving and consensus building. Superior analytical, research, and writing skills; outstanding written and oral communication abilities; strong interpersonal skills; knowledge of automated systems; and a demonstrated ability to manage professional staff.

Preferred: Related experience in a federal court, government agency, or equivalent environment. Specialized education in public or judicial administration. Training in court management.

Total Rewards and Work/Life Balance

The Sixth Circuit offers a forward-thinking work environment with a team of dedicated professionals.

Compensation: \$179,359 – \$207,949 (JSP 17) (*Salary commensurate with qualifications)

Benefits: Employer subsidized health and life insurance plans. Dental, vision, flexible spending accounts, long-term care plans available. Eligibility for Public Service Loan Forgiveness Program and mass transit subsidies. On-site gym. Federal retirement entails an employer sponsored pension plan (FERS-FRAE) and a retirement contribution plan with employer match (TSP). Retirees carry insurance plans into retirement while paying the same premiums as employees.

Work/Life: Time off - 13 vacation days, 13 sick leave days, and 10 paid holidays. Vacation days increase to 20 days after three years of federal government experience and to 26 days after fifteen years.

How to Apply

Please submit a single PDF application packet that includes 1) a cover letter detailing your qualifications and experience performing the representative duties, and 2) current resume to the Director of Human Resources at ca06-humanresources@ca6.uscourts.gov. Position is open until filled, preference given to applications received by **March 12, 2021**.

Please provide how you first learned about this vacancy in your email submission.

Interviews will be conducted on a virtual platform.

Conditions of Employment

Positions with the U.S. Courts are at-will, excepted service appointments, and may be terminated with or without cause by the Court. Travel for this position is required. Selectees are subject to a background investigation and fingerprinting and are provisionally hired pending results of the background investigation. This position is subject to updated background investigations every five years. Employees are required to adhere to the [Judicial Code of Conduct for Judicial Employees](#). Employees are required to use Electronic Fund Transfer for payroll direct deposit. For citizenship requirements, visit www.uscourts.gov/careers.

The Court of Appeals is an Equal Opportunity Employer and values diversity in the workplace.